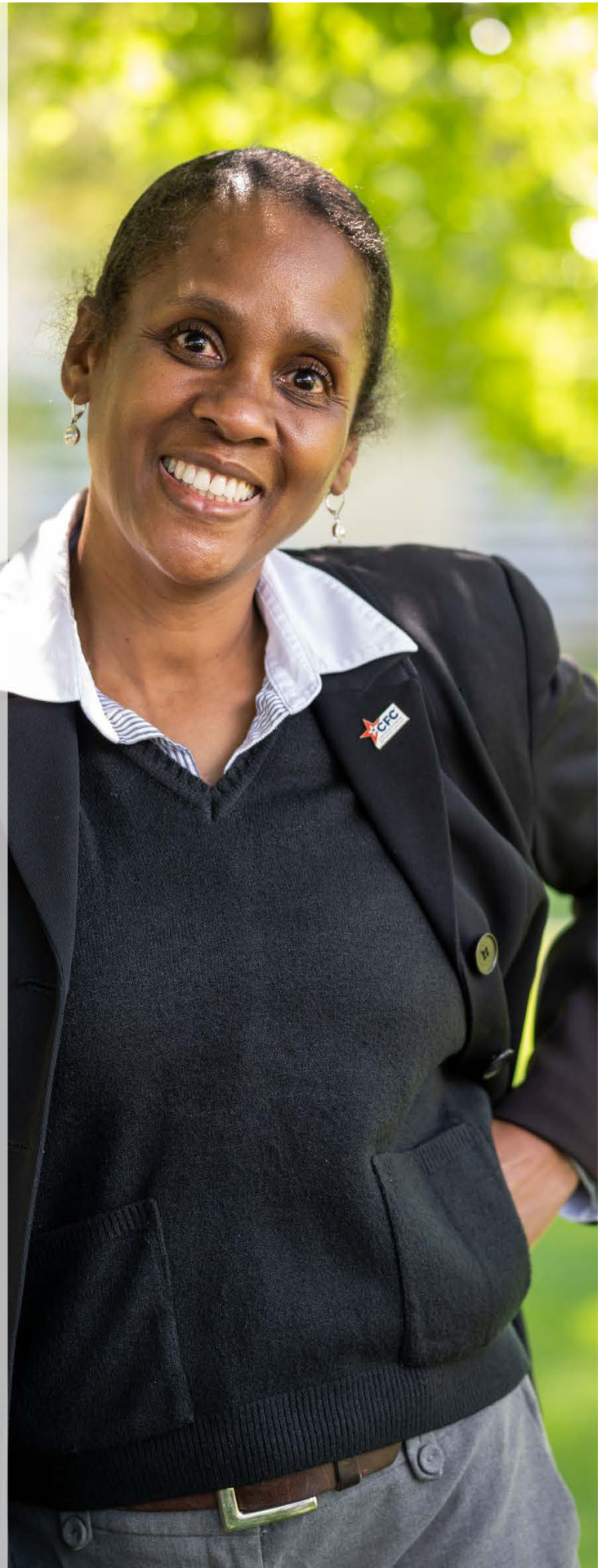




Loaned Executive Program

Combined Federal Campaign (CFC)
Hosted by the U.S. Office of Personnel Management





Loaned Executive (LE) Program Overview

Background

The Combined Federal Campaign (CFC) Loaned Executive Program emerged in 1971 via a Presidential Memorandum to all departments and agencies authorizing Federal Employees to be “loaned” to work on behalf of the campaign. The Office of Personnel Management (OPM) recognizes this opportunity as a valuable developmental experience for promising managers.

Benefits of Serving as an LE

The CFC LE professional development opportunity enhances and develops leadership competencies and skills that correlate directly with the [five Executive Core Qualifications \(ECQ\)](#) identified as OPM requirements for entry into the Senior Executive Service.

Senior Executive Core Qualifications

ECQ 1: Leading Change
ECQ 2: Leading People
ECQ 3: Results Driven
ECQ 4: Business Acumen
ECQ 5: Building Coalitions

LEs will gain experience planning, organizing, and managing complex work; analyzing data to identify and solve problems; making clear and convincing oral and written presentations; planning and conducting training sessions; applying interpersonal and team building skills to motivate and guide a group of colleagues toward accomplishing goals; and interacting directly with agency and installation leadership. This assignment also presents an opportunity to learn about the operations of other Federal agencies and to interact with a variety of individuals within the Federal government.

LE Primary Responsibilities

LEs support the work of the Outreach Coordinators (OCs) – government contractors identified to market and administer the CFC within each local zone. The following outlines primary LE responsibilities and their corresponding ECQ.

- **Serve as a CFC Ambassador** and work with a diverse group of federal agencies throughout the zone.
(ECQ 1 – creativity and innovation, external awareness; ECQ 3 – technical credibility; ECQ 5 – partnering, influencing/negotiating)
- **Garner senior organizational leadership support** at assigned agencies and develop a campaign plan that incorporates agency culture and past performance, while encouraging innovative marketing approaches and stretch goals.
(ECQ 1 – strategic thinking, creativity and innovation, vision; ECQ 3 – accountability, technical credibility; ECQ 5 – influencing/negotiating)
- **Motivate a team of campaign managers** and CFC keyworkers through training, meetings, and communications.
(ECQ 2 – team building, developing others; ECQ 3 – customer service; ECQ 4 – human capital management; ECQ 5 – partnering)
- **Provide planning and logistical support for CFC-related special events**, either virtual or onsite.
(ECQ 1 – flexibility, creativity and innovation; ECQ 4 – technology management; ECQ 5 – partnering)
- **Monitor campaign progress** and recommend strategies to optimize campaign success.
(ECQ 1 – strategic thinking, external awareness; ECQ 3 – problem solving)



Loaned Executive (LE) Job Description

The CFC Loaned Executive Program is authorized by Presidential Memorandum and supported by the Office of Personnel Management (OPM) as a professional growth opportunity for promising managers within Federal service. A CFC LE supports the campaign marketing, logistics, and analysis undertaken by the CFC Outreach Coordinator.

The Ideal Candidate

The ideal LE candidate is a motivated, well-spoken, detail and service-oriented, strategic-thinking Federal leader interested in professional development, broadening their experience within the Federal government, and changing the world by serving as an ambassador for the CFC. Specific qualifications include:

- Excellent oral and written communication skills
- Program management experience
- Supervisory experience a plus
- Ability to work independently and remotely
- Ideal grade: GS 11-13 or O-5

Primary Responsibilities

LEs manage all aspects of the CFC for a diverse portfolio of agencies/installation account assignments. They are responsible for promoting philanthropy throughout the government, providing all Federal employees the opportunity to help others locally and nationally, and raising funds for the 5,000+ CFC charitable organizations.

LE responsibilities include:

- Garner senior leadership support in ways such as:
 - Brief senior organizational leadership prior to the campaign.
 - Develop and obtain approval for a campaign plan that incorporates agency culture and past performance, while encouraging innovative marketing approaches and stretch goals.
 - Provide periodic progress updates throughout the campaign.
- Lead and motivate a team of campaign workers to include:
 - Conduct operational, technical, and administrative training for Campaign Coordinators and Keyworkers.
 - Meet periodically with the team to highlight upcoming campaign activities, share best practices, celebrate success.
 - Share weekly campaign progress reports and track against goals for assigned accounts
 - Communicate regularly via email to share marketing strategies and campaign news.
 - Provide excellent customer service and problem-solving resolution as needed.

- Provide logistical support for CFC-related special events.
 - Serve as a CFC ambassador/speaker if required.
 - Liaise with charity representatives asked to participate in the event.
 - Assist with event planning.
- Support Outreach Coordinator team efforts.
 - Generate communications and campaign-related materials and content as required.
 - Participate in strategic planning and regular team meetings.
 - Complete close-out activities with assigned accounts and participate in AAR sessions.

Benefits of Serving as a CFC Loaned Executive

- Enhance and develop leadership skills toward the development of the Senior Executive Core Qualifications (ECQ)
- Broaden Federal experience beyond your own agency – work with a diverse portfolio of agencies
- Training on public speaking, briefing senior leaders, event planning, and project management
- Exposure to nonprofit organizations and the work they do locally, nationally, and internationally
- Gain experience working on a fun, high-impact project

Timeline

LE candidates will work with the CFC from September 1, 2022 through January 31, 2023.

Location

LEs can work either from their original agency or from a home office. The CFC does not provide equipment or expenses. The LE's home agency is responsible for covering reasonable expenses incurred while conducting official duties while on loan to the CFC.